

ALBERTA WOMEN'S INSTITUTES COUNCIL MINUTES

DATE: September 22, & 23, 2000
PLACE: Room 202, Norseman Inn, Camrose

Present: Maxean Brigley, President
Mildred Luz - President Elect
Florence Bernakevitch, Vice President
Diane Smith - District 1 Director
Phyllis Kosik - District 2 Director
Ada Ashton - District 3 Director
Darlene Wicks - District 4 Director
Darlene Hallett - District 5 Director
Fern Killeen - Executive Director

1. Call to Order Maxean Brigley called meeting to order at 3:10 pm, September 22, 2000.
2. Mary Stewart Collect recited
3. Florence Bernakevitch moved permission to change agenda, seconded by Mildred Luz. **Carried.**
4. Approval of May Council Minutes
 - a. Maxean provided a copy of changes to item 7.a.2 (copy of the amended minutes attached).
 - b. Dianne Smith pointed out the typing error under Farm Safety District 1 received \$100 toward the summer Farm Safety Day Camp, not \$1,000. *may min*
 - c. Moved by Phyllis Kosik, seconded by Darlene Hallett to accept the amended minutes. **Carried.**
5. Business arising from minutes:
 - a. Archive update. Phyllis Kosik and Elizabeth Rushton met at the AWI office in July and sorted and logged most of the remaining items located at the office. Boxes of photos, scrapbooks, etc. have been sent to the Provincial Archives
 - b. Literacy Project Update:
 - FWIC Board have requested input as to whether Alberta wishes to proceed with Phase III of the Links Project
 - Maxean informed Council that to date, only three evaluations have been received from Branches who have reviewed the Links Project.
 - It is expected that more evaluations will be received when Branches resume meeting in the fall.
 - c. Office Management to date
 - Phyllis has been working in the office on an interim basis until the office is moved to Wetaskiwin. Maxean thanked Phyllis for all her hard work and help managing and packing up the office
 - d. Executive Director Overtime clarification:
 - Maxean clarified the misunderstanding regarding overtime paid to Mae Deans. Mae's last day of employment was May 12, 2000. She was paid until May 31, 2000 in lieu of overtime and paid vacation pay.

- Maxean indicated to Council that overtime should not be a problem as all Government Fund Management had been curtailed and regular AWI business would be the duty of the Executive Director when the office is moved to Wetaskiwin.
- e. Farm Safety Day Camp Update:
- Diane reported on the Farm Safety Day Camp held in District 1 and Darlene Hallett reported on the Day Camp held in Olds this summer.
 - Both were successful and the Alberta Women's Institutes involved was appreciated by the sponsors
- f. FWIC Convention:
- Maxean reported that she had delivered a letter of invitation to the FWIC Board in Brandon for the 2006 FWIC Convention to be held in Alberta.
 - No response will be forthcoming until the Convention held in Quebec in 2003 although indications were that Alberta would be the host province. Discussion followed regarding some planning that might begin to take place in the next few years.
 - An invitation had been received to the office to attend an Executive Travel & Corp. Meeting Planners Trade Show in Edmonton and Calgary. Mildred and Phyllis will attend the Edmonton show and Florence Bernakevitch and Darlene Hallett will attend the Calgary show.
- g. 2000 Alberta Convention:
- Discussion was held regarding the Convention Minutes distributed. A motion will be made at the 2001 convention to amend motion 2 on page 10 to correctly reflect the motion presented.
 - Discussion was held regarding the assignment of duties and how to improve the registration process for the next convention.
 - At the January council meeting, time will be spent deciding how best to overcome some of the problems presented at the past convention.
 - Theme for the 2001 convention will be celebrating the Year of the Volunteer. Council was asked to think of an appropriate Theme Title and share at the January meeting.
 - Discussion was held regarding ways we could celebrate the volunteer work that is being done by members in Alberta Women's Institutes, either by honoring members or branches in some way. Council members were asked to bring some ideas to the January meeting.
 - Moved by Florence Bernakevitch, seconded by Mildred Luz to arrange an "sit down" banquet for convention. Carried.
- h. Duties and Directives Manual:
- Directors were asked to share the updated Duties and Directives information that pertained to the Constituency Conveners at their next meetings.
 - There were no additions to the updated Director information other than to note that after 2001 the information regarding District Workshops would be removed.
 - Discussion followed as to what types of speakers were brought to the various District Workshop this year including: CNIB, Police, Adac, Tissue Bank etc.
 - Maxean explained that Marion Brown, our new FWIC Executive Member, was invited only to attend the Saturday portion of the Council Meeting. This was in response to some question as to the need for her to attend the entire meeting.
 - Council decided that Marion Brown would be invited to attend the entire council meeting hereafter.
 - A correction to the duties of the Resolution Chair would be to have the item regarding resolution notification read "notification to be made to the submitting branch and to the mover and seconder of the resolution.
 - Council members were asked to review and forward any changes directly to Maxean or Fern.

Meeting adjourned at 10:00 pm.

Meeting reconvened at 8:30 am Saturday morning.

6. Financial Update

a. Financial Statement:

- Council reviewed statement and discussed all items.
- Darlene Hallett inquired when the Executive Honoria had last been reviewed. Discussion followed.
- A decision to review and increase the Executive Honoria would be tabled until the January meeting.
- Moved by Darlene Hallett that our funds in First Australian be reinvested in G.I.C.'s as soon as possible, seconded by Darlene Wicks. Carried.
- The Government Grant had been received and deposited.
- Maxean provided information on two GIC investments that had matured and were reinvested with an additional \$5,000 added to each GIC. These are two-year investments. Additional GICs will mature in the Spring of 2001.

b. Edmonton Office/Wetaskiwin:

- Maxean reported her investigation into the lease agreement with REDA for the office in Edmonton. We are obligated to pay the rental agreement out to the end of February, 2001.
- Unfortunately since we are legally bound to the lease and it will cost approximately \$1200 additional rent until the lease is complete.
- Considering we have decreased the office hours, there should not be too much of an additional burden on the finances because of this additional rent payment.
- We will try to move all the furniture from the office in Edmonton to the new location in Wetaskiwin on October 15, 2000. Maxean to organize.
- Mildred Luz suggested having an Open House at the new office in Wetaskiwin. It was decided to hold the Open House Tea on November 24, 2000. Mildred Luz and Fern Killeen to organize.

c. Pin Orders:

- Phyllis Kosik gave an update on what pins are in the office and what pins are required to order.
- The new pins ordered are being received at a significant increase to what is currently being charged for pin. Council decided to charge \$15 for new pins based on the cost received at \$13.50.

d. Randy Crick Picture:

- Maxean introduced a print of the picture that had been painted by Randy Crick to be used for notepaper and T-Shirts exclusively by Alberta Women's Institutes.
- Moved by Phyllis Kosik, Seconded by Diane Smith, that we return the Randy Crick print indicating that the picture is not what we would be happy presenting to the membership. We will indicate that the Rose Painting remains our favorite and we would continue to purchase T-Shirts and possibly notepaper with this print as the picture. Carried.
- Moved by Ada Ashton that an open invitation go out to branches to design a drawing to be used exclusively by AWI on T-shirts, notepaper, etc. Deadline to be received by January 15, 2001. Invitation for competition will be placed in the November Home & Country 2000. Seconded by Diane Smith. Carried.

e. Memorials and Safety Book Restrictions:

- Maxean indicated that we were now separating the memorial donations from general income so that we could assign this money for some specific purpose. As well, we have money that has been restricted for Safety Book Publication which we will not be undertaking.

- Discussion followed on the way to use these restricted funds.. More information needed from branch members so Directors were asked to mention this at their upcoming meetings.

Marion Brown joined the meeting.

7. Reports.

a. FWIC:

- Marion Brown reported the new FWIC Executive Director is Margaret Munro.
- Marion is requesting submissions from members of AWI for the Tweedsmuir History as she is responsible for this History for the next triennium..
- Marion asked if Alberta was interested in the next phase of the Links Project on Literacy. She shared some of the ideas her branch is considering with regards to putting on some type of workshop to help with new banking systems, or bank machines.
- Marion is responsible for submitting some type of project for the Cairene Wilson Competition - writing concerning citizenship in 2000's. She will discuss with Maxean and Mildred who share duties on this committee.
- Marion was asked if she would investigate how can we better the communication between FWIC and the Provincial Education Conveners. Some Conveners have requested information and received no feed back. With a new board in place for FWIC there may be some room for improvement.

b. Voluntary Sector Project:

- Maxean indicated that she had asked Florence Bernakevitch to become involved in a new Federal Project undertaking to review the Volunteer Sector in Canada. Florence had traveled to Ottawa recently and reported her findings. Report Attached.

8. Handicraft Convener, Brenda Willsie joined the Council meeting. Some discussion was held to clarify needs for the Handicraft Room at Convention. Brenda clarified the prizes to be awarded and the amount of money for the Branch Awards (\$50, \$30, \$20). These amounts will be updated in the Policy Book.

9. New Business.

a. Resolution Update:

- Maxean provided some information regarding the resolutions presented at the May Convention in Olds. She complimented Resolutions Chair, Kathryn Habberfield, for her diligence in getting these resolutions out so quickly. A summary of the responses will be included in the Fall mailout.

b. Girls Clubs;

- Maxean asked the Directors for information on the Girls' Clubs that are operating within the Province.
- If we are collecting money for these clubs, we should have more information as to what this funding is being used for and if, in fact, it is required.
- Darlene Hallett and Phyllis Kosik will report back after contacting their Girls' Club Supervisors.

c. ACWW Convention:

- Registration for Convention in Hamilton and registration for membership in ACWW were distributed.
- Maxean shared information that she had received with regards to what might be brought by the Provinces to be shared with visitors at the convention.

- Florence will investigate how to get some of the "sticky roses".
- d. Communicate with Confidence:
 - Maxean read a request from Marilee Kosik with regard to continuing to offer Communicate with Confidence in areas around the province on a "pay for attendance" basis. She would undertake to ensure the manual properly credits Alberta Women's Institutes for the program and offer former facilitators the opportunity to present these sessions in their area.
 - Florence Bernakevitch moved that Alberta Women's Institutes direct our President to advise Marilee to proceed with the communications project. Seconded by Mildred Luz. Carried.
- e. Policy Book Revisions – tabled to January
- f. Book of Remembrance Procedures:
 - Maxean distributed an updated procedure for handling the Book of Remembrance submissions so that branches will know that their member has been placed into the book upon their request.
 - Phyllis Kosik moved to adapt the new procedures list for Book of Remembrance entries. Seconded by Darlene Hallett. Carried.
- g. Action to Motions from Convention:
 - Discussion was held as to the implementation of the motions from Convention.
 - The motion requiring immediate attention was the recommendations for joining of Constituencies that were smaller than four branches.
 - Changes to District 1 - Diane Smith indicated there were no changes that could be implemented here.
 - District 2 - Phyllis Kosik. Phyllis asked for help in changes in her district. Discussion followed.
 - She will take back to her members three possible changes for discussion.
 - District 3 - Ada Ashton. No changes.
 - District 4 - Darlene Wicks – poses some difficulty because of the geography of the district. Some options were discussed and Darlene will discuss further with her Constituency Conveners.
 - District 5 - Darlene Hallett – two Constituencies remain too small – but at this time are not willing to join. Darlene felt that time would take care of this situation.
 - Associate Membership will be discussed at the January meeting with a view to giving a vote to these members because of the gaining numbers of Associate Members due to folding branches.
- h. Mission Statement:
 - A mission statement is a short concise statement of our values and beliefs.
 - After discussion council decided to propose a mission statement - *"A body of women of all ages who achieve change, through personal growth, communication and education"*.
 - Directors were asked to take this statement to their meetings for discussion.
- 10. Discussion followed with respect to some of the happenings in the Districts.
- 11. Next council meeting to be held on January 27 - 30, 2000 in Wetaskiwin in board room of new office.

Meeting adjourned at 5:00 pm.

Recording Secretary, Fern Killeen

President, Maxean Brigley